



November 2006
FLSA: NON-EXEMPT

POLICE PROPERTY COORDINATOR

DEFINITION

Under general supervision, documents, stores, secures, determines ownership of, and disposes of property and evidence according to established requirements and guidelines; maintains documentation of the entire process as required by court proceedings and other legal processes; performs a variety of technical support activities associated with the tracking and handling of evidence, and safekeeping of found property and for the Eureka Police Department, including maintaining the physical integrity and control of evidentiary items in the City's custody, data input, material cataloging, processing and disposal, and maintaining the chain of evidence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is an experienced-level classification and is responsible for a variety of technical duties related to the provision of non-sworn police services. Incumbents with well-developed technical and office support skills are expected to learn technical and specialized rules, regulations, policies, procedures, and activities related to the property, evidence and court liaison functions and to apply them independently. This class is distinguished from lower-level office support classes by the performance of difficult, technical, complex and/or specialized duties that require application of a larger base of technical knowledge and skill in addition to standard office support skills. This class is distinguished from Police Lieutenant in that the latter has management responsibility for a major division of the Police Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives, stores, and controls the security of all evidence and property submitted to the Police Department, including ensuring proper packaging seals, following preservation and storage guidelines (to avoid contamination, theft, or loss), accounting for all inventory on property booking form, verifying the accuracy of reports and serialized property numbers, and ordering and maintaining all packaging supplies; provides maintenance of the storage facility.
- Performs a variety of administrative and customer support services, including answering public inquiries regarding status of evidence property as related to the corresponding case within the court system, maintaining current knowledge of applicable Federal, State, and local laws, taking detailed lost property reports, locating and notifying owners of found or recovered property and making arrangements to facilitate return, fulfilling requests from Federal, State, and local law enforcement agencies, preparing and forwarding property-related forms to requesting agencies, arranging and

documenting interim releases and returns of property from court, crime lab analysis or investigative use, preparing/submitting court petitions for property release or disposal, coordinating the miscellaneous property auction preparation, placing required legal advertisement and scheduling pick-up by auction company.

- Records and maintains complete and accurate property documentation, which includes entering the incoming cases in a ledger and in the computer, noting the storage location for each item entered along with the descriptions and all individuals associated with the property item(s) or case.
- Appropriately disposes of evidence and property upon completion of court proceedings whether in compliance with court order, through release to rightful owner, or through other legal means, such as auction, diversion, or destruction, researching to determine ownership, and notifying owners by phone or correspondence, making arrangements to facilitate the return, providing the proper forms and instructions to firearm owners to assist them in obtaining the required eligibility clearance to possess, preparing auction manifest, applying bar code labels to property items, releasing items to auction company personnel, preparing drugs, firearms and other weapons for destruction, setting date, sending all listed items for audit review by the disposal facility, preparing and submitting an affidavit and petition requesting court order to proceed with destruction.
- Prepares evidence for submittal to a State or independent lab for analysis, including proper packaging and completing the required submittal form; transports to local lab or shipping facility, obtaining documentation to provide chain of custody.
- Provides court testimony as required regarding transport of drugs/evidence to lab, explanation of maintenance and evidence tracking system, and as a witness when research on a booked property item in an arrestee's possession is determined to be stolen due to locating a report and identifying a victim.
- Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files.
- May receive and screen visitors and telephone calls; answers questions, distributes forms and provides a variety of information requiring the use of judgment and the interpretation of laws, policies and procedures.
- Performs difficult, complex, technical and/or specialized office support work that requires the exercise of independent judgment, the application of technical skills and a detailed knowledge of the activities and procedures specific to the Police Department.
- Researches and assembles information from a variety of sources for the preparation of periodic and special reports or the completion of forms; uses spreadsheets and makes arithmetic and statistical calculations.
- Prepares correspondence, reports, forms, receipts, brochures and specialized documents, such as letters to investigators, property claim letters to citizens, and other correspondence.
- Provides training and technical assistance to co-workers, including providing instruction on proper evidence collection and maintenance techniques.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods and techniques used in the collection, analysis, evaluation, preservation, and presentation of physical evidence and other property.
- Functions, terminology, services, and principles and practices of law enforcement work.
- Applicable Federal, State, and local codes, regulations, policies, technical processes and procedures, including penal, vehicle, and health and safety codes and regulations.
- Techniques for records management and evidence processing, including records disbursement and chain of evidence procedures.

- Methods used in the collection, tabulation, review, analysis and distribution of property and evidence, forms, reports and documents.
- Modern still and video photography techniques and equipment.
- Record keeping and filing principles and practices.
- Business arithmetic and basic statistical techniques.
- Basic biology, physics, anatomy, and chemistry.
- Computer applications related to the work, including data tracking, word processing and basic spreadsheet applications.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Perform technical, detailed and responsible law enforcement support work.
- Conduct complex criminal evidence collection and analysis.
- Photograph property items prior to release or for the purpose of victim identification.
- Read, interpret, apply and explain rules, policies, codes and procedures.
- Prepare clear, concise and accurate reports, correspondence and other written materials.
- Organize, research and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- File and maintain automated and hardcopy records.
- Make accurate arithmetic and statistical calculations.
- Organize own work, set priorities and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years experience in a law enforcement environment.

License:

- Valid California class C driver's license with satisfactory driving record may be required.
- Successful completion of the California Department of Justice Evidence Course.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read written materials, a computer screen and examine evidence; color vision to

distinguish between evidence and property characteristics; and hearing and speech to communicate in person and over the telephone and/or radio; This is primarily a sedentary office classification that requires extended periods of time of sitting; standing in work areas and walking between work areas may also be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and with the potential of direct exposure to bio-hazardous physical substances. Employees may also work outdoors in a variety of weather conditions transporting for storage or retrieving for release bicycles or property stored in off-site storage facilities. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.